



**OIL INDIA LIMITED**  
**(A Government of India Enterprises)**  
**PO : Duliajan – 786602**  
**Assam (India)**

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**TENDER NO.:** SSG7517P18/10

**DATE:** 24.03.2018

**SUB: INVITATION FOR E-BID UNDER COMPOSITE BID SYSTEM**

Dear Sirs,

OIL invites Bids under for the supply of **Drilling Detergent** through **E-Procurement**. The details of the tender are as under:

1. Details of item with specification and Qty: Refer **Annexure – IA**
2. General Terms and Conditions of the tender are as per attached Document No. MM/GLOBAL/E-01/2005-July2012.
3. The prescribed Bid Forms for submission of bids are available in the tender document folder. Technical Checklist and Commercial Checklist vide Annexure IV must be filled-up and submitted along with the technical bid. BEC/BRC as per Annexure CCC must be complied and submitted with the technical bid.
4. Type of Bidding : **Single Stage Two Bid System**
5. Bid Security : **Applicable**
6. Performance Security: **Applicable**
7. Integrity Pact: **Applicable**
8. Original Bid Closing /Opening Date: **20.06.2018**
9. Type of Tender : **International Competitive Bidding**

**Notes:**

The items covered by this tender shall be used by Oil India Limited in the PEL/ML areas which are issued/ renewed after 01/04/99 and hence Nil Customs Duty during import will be applicable. Indigenous Bidder shall be eligible for concessional rate of IGST against Essentiality Certificate for Order valuing more than INR 10 Lakh and above.

In the event of an order on indigenous bidder, OIL will issue Project Authority Certificate (PAC), where import content is declared by the bidder for availing Custom Duty benefit on the import content. Supplier shall affect dispatch only on receipt of these certificates from OIL, failing which all related liabilities shall be to Supplier's account.

### **Special Note**

- 1.0 The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/GLOBAL/E-01/2005-July2012 for E-procurement (ICB Tenders).
- 2.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with tender no. and due date to **The GM Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam** on or before **13:00 Hrs (IST)** on the Bid Closing Date mentioned in the Tender.
  - a) Tender Sample
  - b) Bid Security
  - c) Voluminous document if any like Literature/ Catalogue of the products etc.
- 3.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.
- 4.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. The date for implementation of new system is 12th April 2017 and the requirement of the new DSC will be applicable for the tenders floated on 12th April 2017 onwards. All our current and prospective esteemed bidders are therefore requested to acquire Class III DSC [Organization] along with Encryption Certificate issued by any of the Licensed Certifying Authorities (CA) operating under Controller of Certifying Authorities (CCA) of India as per Indian IT Act 2000. Guideline for getting Digital Signature and other related information are available on the e-tender website [www.oil-india.com](http://www.oil-india.com). The bid signed using any other digital certificate or digital certificate without organization name of the bidder, will be liable for rejection.
- 5.0 All the Bids must be Digitally Signed using “Class 3” digital certificate (e-commerce application) with organisation name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” digital certificate without organization name, will be liable for rejection.
- 6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected
- 7.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- 8.0 **The prices of the items should be quoted as per Annexure P and uploaded separately under the tab “Notes & Attachment”.**

9.0 Bidders to take special note of the following conditions:

- 9.1 Against Tender Fee – Payment should be made only through online mode and no other instrument (Cash/DD/Cheques/Cashier Cheque, etc) will be acceptable.
- 9.2 Against Bid Security/EMD/Performance Bank Guarantee – Only payments through online mode or Submission of Bank Guarantee/LC will be acceptable. No DD/Cheques/Cashier Cheque or any other mode will be acceptable.

10.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following two documents before uploading their bid. These documents are also uploaded as part of NIT.

- 10.1 Guidelines to Bidders for participating in OIL.
- 10.2 Instruction to bidder for submission.

Yours Faithfully  
Sd-  
(AAYUSH SOMANI)  
SR. PURCHASE OFFICER (FS)  
FOR GM-MATERIALS

OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. Duliajan-786602, Assam  
Fax No. 91-374-2800533, E-mail:material@oilindia.in

**Tender No. & Date : SSG7517P18/10 24.03.2018**

Tender Fee : INR 6,000.00 OR USD 100.00  
Bid Security Amount : INR 104,800.00 OR USD 1,600.00  
(or equivalent Amount in any currency)

**Bidding Type : Two Bid**

Bid Closing On : 20.06.2018 at 11:00 hrs. (IST)  
Bid Opening On : 20.06.2018 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 85040254	<p>USE IN DRILLING MUD TO PREVENT BIT/STABILIZER BALLING. Drilling Detergent. General Purpose of Use, To use in drilling mud to prevent drilling with clays.</p> <p><b>Specification :</b></p> <ol style="list-style-type: none"> <li>Physical properties : The material,as received, should be soapy liquid, miscible with water. It should be free from visible impurities and any other suspended matter.</li> <li>Density at 25 DegC, gm/ml : 1.00 - 1.10,</li> <li>Surface Tension of 0.25 % : 35.00(v/v) solution of the sample in distilled water at 25 Deg.C, dynes/cm., maximum.</li> <li>PH of 1 % (v/v) solution : 7.5 - 10.5 of the sample in distilled water.</li> <li>Emulsion Stability Test : To 485 ml of distilled water, add 15 ml of HSD oil slowly while stirring in a multimixer and then add to it 1 ml. of the sample. Stir further for 15 minutes in the multimixer for formation of emulsion. Transfer the contents to 500 ml. measuring cylinder and observe phase separation of the mixture which should be as follows. : (i) Immediate separation of HSD oil should be nil. ii) Separation of HSD oil after 24 hrs. at room temperature should not be more than 5 ml.</li> <li>Mud Lubricity Coefficient : Prepare a 10 cp bentonite suspension by dilution of prehydrated bentonite suspension (OIL approved bentonite)and treat it with 0.5 %(v/v) of the sample and stir it for 15 minutes in a multimixer. Determine lubricity coefficient of the suspension in a lubricity tester.  Lubricity co-efficient should not be more than 0.20</li> <li>Foaming tendency test : Prepare 0.10% (v/v) solution of the sample in distilled water Stir the solution for 10 minutes in a multimixer. Transfer the content immediately to a measuring cylinder. Allow it to stand for 15 minutes and then measure the total volume of content alongwith foam. Calculate</li> </ol>	3000	DR

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>percent increase in volume due to foaming. Increase in volume should not be more than 5.00%</p> <p>8. Packing : The material should be packed in 50 litre capacity leak proof HDPE carbuoys with leak tight stopper and screw caps. Each carbuoys should be covered with wooden crate strong enough to withstand rigours of transit and storage.</p> <p>9. Markings : each drum should have clear legible markings as given below :</p> <p>(i) Name of the product (ii) Name of the supplier (iii) Date/month/year of manufacture (iv) Supply order number against which the supply is made.</p>		

**Note description for item no./nos. : 10****NOTE :**

Bidders must submit 3 (three) tender samples of ½ litre each of the offered product in 3 (three) separate air tight leak proof sealed containers free of cost for technical evaluation, failing which their offer(s) will be rejected.

Submission of tender sample is mandatory for all the bidders including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.

**Standard Notes: DELIVERY: (i) First Lot of 60 MT required in Feb, 2019**  
**(ii) Second lot of 50 MT required in May, 2019**

1) The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. The bidder has to submit both the **"TECHNO-COMMERCIAL UNPRICED BID"** and **"PRICED BID"** bid through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. The **"TECHNO-COMMERCIAL UNPRICED BID"** is to be submitted as per Scope of Work & Technical Specification of the tender and **"PRICED BID"** as per the Online Price Bid format. No price should be given in the above Technical Rfx otherwise the offer will be rejected.

2) In Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that **"TECHNO-COMMERCIAL UNPRICED BID"** should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical RFx Response -> User -> Technical Bid. No price should be given in above Technical Rfx otherwise the offer will be rejected. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFx Response -> User -> Technical Bid only. The **"PRICED BID"** must contain the price schedule and the bidder's commercial terms and conditions. The prices of the items should be quoted in **"Notes & Attachments"** Tab.

3) **Performance Security @10% of order value**, is applicable against this tender. Please refer clause 10.0 of Section A of General Terms and conditions for Global Tender

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**(MM/GLOBAL/E-01/2005-July2012).**

4) The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach us before bid closing date and time of technical bid. Bid without original bid security will be rejected. The bidders who are exempted from submitting of Bid Bond should attach documentary evidence in the Collaboration folder as per clause 9.8 of Section A General Terms and conditions for Global Tender (MM/GLOBAL/E-01/2005-July2012). The bid security shall be valid up to 31.01.2019. Please submit Bid Bond as per revised format.

5) Bidders to refer to the Taxes and Duties/Clauses under GST Regime given in Special Notes below.

6) Bidders should submit their bids incorporating the following details:

- (i) GST Registration Details of the Supplier: .....
- (ii) Item-wise HSN Code: .....
- (iii) Applicable Rate of GST: .....

7) Bidders to note: OIL Duliajan's Provisional GSTIN No.: 18AAACO2352C1ZW

8) Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro and Small Enterprises (MSE) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender (MM/GLOBAL/E-01/2005-JULY2012). Bidders are requested to take note of the same and to submit their offers accordingly.

9) Bid validity shall be minimum 120 days. Bids with lesser validity shall be rejected. In addition to BRC criteria vide section -D of General Terms & Conditions for Global tenders (MM/GLOBAL/E-01/2005-JULY 2012), the BEC/BRC vide Annexure-CCC will be applicable against the tender failing which offer will be rejected.

10) To ascertain substantial responsiveness of the bid, OIL reserves the right to ask the bidder for clarification in respect of the clauses covered under the BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

11) PRICED BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TO BE TECHNO-COMMERCIALY ACCEPTABLE. THE TECHNICALLY ACCEPTABLE BIDDERS WILL BE INFORMED BEFORE OPENING OF THE "PRICED BID".

12) The Integrity Pact is APPLICABLE against this tender. Therefore, please attach the Integrity Pact document duly signed along with your quotation as per BRC. The names of the OIL's Independent External Monitors at present is as under:

- 1 SHRI SATYANANDA MISHRA, IAS (Retd.),
- 2 SHRI JAGMOHAN GARG, Ex-VIGILANCE COMMISSIONER, CVC
- 3 SHRI RAJIV MATHUR, IPS (Retd.)

Their email ids are furnished in OIL's website, [www.oil-india.com](http://www.oil-india.com)

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13) The following points are deemed as "non-negotiable" and offer shall be rejected straight-away without seeking clarification in the case of the following:

- i) Validity of bid shorter than the validity indicated in the tender.
- ii) Original Bid Security not received within the stipulated date and time mentioned in the tender.
- iii) Bid Security with (a) validity shorter than the validity indicated in the tender and/or (b) bid security amount lesser than the amount indicated in the tender.
- iv) In case the party refuses to sign the Integrity Pact.

**14) FURNISHING FRAUDULENT DOCUMENT/INFORMATION:**

If it is found that a bidder has furnished fraudulent information/document, the Bid Security/Performance Security shall be forfeited and the party will be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action. In case of major and serious fraud, period of debarment may be enhanced.

**Special Notes : TAXES & DUTIES CLAUSE (For Vendor/Supplier/Contractor; for supplies/services during GST Regime i.e. New Tender)**

1) For the purpose of levy and imposition of GST, the expressions shall have the following meanings:

- (a) GST-means any tax imposed on the supply of goods and/or services under GST Law.
- (b) Cess-means any applicable cess, existing or future on the supply of goods and services as per Goods & Services Tax (Compensation to States) Act, 2017.
- (c) GST Law- means IGST Act 2017, CGST Act 2017, UTGST Act 2017 and SGST Act 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.

2) The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties and levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/tax, if the finally assessed amount is on the higher side and OIL will have the right to recover the difference in the case the rate of duty/taxes finally assessed is on the lower side. Further, bidders have to clearly show the amount of GST separately in the Tax Invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting system/IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Limited.

3) Offers without giving any of the details of the taxes (including rate and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.

4) Bidders are required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidders should confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidders to ensure that the intended benefits of GST have been passed on to OIL.

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**5) When Input Tax Credit is available for Set-Off**

Evaluation of L-1 prices shall be done based on Quoted price after deduction of Input Tax Credit (ITC) of GST, if available to OIL. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders.

**When Input Tax Credit is NOT available for Set-Off**

Evaluation of L-1 prices shall be done based on Quoted price only. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders.

6) Bidders agree to do all things not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and enable OIL to claim input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.

7) In case Input Tax Credit of GST is denied or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by bidders, including non-payment of GST charged and recovered, the Vendor/Supplier/Contractor shall indemnify OIL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such disputed amount from the pending payments of the bidders.

8) GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

**9) Purchase Preference Policy (Linked with Local Content) (PP-LC) is applicable to this tender and may refer to Annexure-I in this regard in addition to the clauses mentioned here under:**

a) Ministry of Petroleum & Natural Gas, Government of India implemented PP-LC Policy to provide Purchase Preference (linked with local content) by notification no. Ref.O-27011/44/2016-ONG-II/FP dtd.25.04.2017.

b) As per the PP-LC policy, 50% of the tendered quantity would be awarded to the lowest techno-commercially qualified LC (Local Content) manufacturer / supplier which are within the price band of 10% of the L1, subject to matching the L1 price. Bidders seeking Purchase preference (linked with Local Content) (PP-LC) shall be required to meet / exceed the target of Local Content (LC) as per values furnished vide MOPNG notification no.O-27011/44/2015-ONG-II/FP dated 25.04.2017 as on the bid closing date. The remaining quantity will be awarded to L1 (i.e. Non Local Content (NLC) manufacturer / supplier not meeting prescribed LC criteria).

c) In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs-Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE policy. If a bidder seeks free of cost tender document under the MSE policy, then it shall be considered that the bidder has sought benefit against the MSE policy and this option once exercised cannot be modified subsequently.

d) Price Break-up: The bidder shall provide break up of "Local component" and "Imported



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Component" along with their price bid.

e) Such bidders shall furnish following undertaking from the manufacturer on Manufacturer's letter head along with their techno-commercial bid. The undertaking shall become a part of the contract:

"We \_\_\_\_\_ (Name of Manufacturer) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. \_\_\_\_\_ (to be filled as notified at Enclosure I of the policy) for claiming purchase preference linked with Local Contents under the Govt. Policy against under tender no. \_\_\_\_\_."

f) Above undertaking shall be supported by the following certificate from Statutory Auditor engaged by the bidder, on the letter head of such Statutory Auditor (as per the provisions of the aforesaid policy):

"We \_\_\_\_\_ the statutory auditor of M/s \_\_\_\_\_ (name of the bidder) hereby certify that M/s \_\_\_\_\_ (name of manufacturer) meet the mandatory Local Content requirements of the Goods and/or Services i.e. \_\_\_\_\_ (to be filled as notified at Enclosure I of the policy) quoted vide offer No. \_\_\_\_\_ dated \_\_\_\_\_ against OIL's tender No. \_\_\_\_\_ by M/s \_\_\_\_\_ (Name of the bidder)."

g) Failure to submission of documents as mentioned in d), e) &f) above will be treated as "Calculation of LC is not verifiable, the value of LC of the said component shall be treated as NIL" and hence will not be eligible for PP-LC.

h) At the time of bidding, the bidder has to confirm in their bid for submission/complying the following in the event of order:

i) In case of procurement of goods under PP-LC, the LC content may be calculated by the supplier and the verification of the procurement of goods, service shall be carried out by a Statutory Auditor engaged by the bidder.

ii) The supplier shall provide the necessary local content documentation to the statutory auditor, which shall review and determine the local content requirements have been met, issue a local content certificate to that effect on behalf of procuring company, stating the percentage of local content in the good or service measured.

iii) The local content certificate shall be submitted along with each invoice raised. However, the % of local content may vary with invoice while maintaining the overall % of local content for the total purchase of the pro-rata local content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.

iv) A bidder who has been awarded the contract after availing Purchase Preference is found to have violated the LC provision, in the execution of the procurement contract of goods and/or services shall be subject to financial penalty over and above the PBG value prescribed in the contract and shall not be more than an amount equal to 10% of the Contract Price. View this, the supplier shall confirm in their bid for submission of PBG (PBG-PPLC) of 10% of the contract value which shall be valid throughout the execution of the contract (format as provided vide the notification). This PBG-PPLC is in addition to the PBG, which is required to be submitted by the successful bidder as per OIL's general terms & condition. Bidders to provide an undertaking complying to the submission of additional PBG along with their bid, in case of availing PPLC benefit.

v) Bidders should note that PP - LC shall not be available in case of procurement of goods /services falling under the list of items reserved for exclusive purchase from Micro and Small

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Enterprise (MSEs) or Domestically Manufactured Electronic Products (DMEP).

**10) Price Bid Format:**

Bidders are required to submit the summary of the prices in their priced bids as per the attached format vide Annexure-P.

**11) Bid Evaluation Criteria:**

To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein.

Note: 1) Domestic Bidders must quote inland freight charges upto Duliajan. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.

2) The items covered under this enquiry shall be used by OIL in the PEL/ML areas issued/renewed after 01/04/99 and hence, applicable customs duty for import of goods shall be zero. However, IGST @5% shall be applicable. IGST @5% shall be applicable for Indigenous bidders also under deemed export benefit.

**11.1 When only Foreign Bidders are involved:**

Comparison of bids shall be done on the basis of "TOTAL" CIF+CD+GST LANDED VALUE" quoted by the Bidders against each individual item as per Priced Bid Format adopted in the Tender including TPI, Packing & Forwarding, FOB Charges, Banking & Insurance, Ocean Freight, Landing Charges@1% & applicable GST.

Note: Banking Charge in the country of the Foreign Bidder shall be borne by the bidder. Banking Charge 1% for payment through Letter of Credit and 1.55% if confirmed LC at buyer's account is required.

**11.2 When only Domestic Bidders are involved or when more than one domestic bidders are in contention in case of mixed response:**

Comparison of bids shall be done on the basis of "TOTAL FOR DULIAJAN VALUE" quoted by the Bidders against each individual item as per Priced Bid Format adopted in the tender including Packing & Forwarding, Inland Freight Charges, Insurance and applicable GST.

**11.3 When both Foreign & Domestic Bidders are involved:**

The Total Value of the Domestic Bidder as worked out as per para 11.2 above and Total Value of the Foreign Bidder worked out as per para 11.1 above will be compared.